

Supplemental Questionnaire

Business Taxes Specialist II – 450-4379-014 / EA# 18018

SUPPLEMENTAL QUESTIONNAIRE:

SPECIAL REQUIREMENTS: In order to be considered for this position, you must complete and submit responses to the following Supplemental Questionnaire.

1. Summarize the relevant work experience that has prepared you to perform the duties of the BTS II Program Advisor to the Chief, as noted in the duty statement.
2. Please document a specific experience you have had involving each of the following and explain in detail how you handled the situation:
 - a. Leading or participating in agency-wide or division-wide projects
 - b. Dealing with upper management, Taxpayers' Rights Advocate's Office, or Board Members on high-profile situations or cases
 - c. Working on teams or work groups with high priority projects
 - d. Working in a fast-paced setting, with frequently changing priorities
3. List two examples of either complex cases or tasks you have handled that best describe your ability to:
 - a. Be a valuable lead person and technical resource
 - b. Interpret the laws and regulations administered by the BOE
 - c. Handle and accurately interpret data
 - d. Prioritize assignments
 - e. Deal with sensitive situations and conflict

Responses to all questions must be typed, with a maximum of two pages single-spaced. Applications received without responses to the Supplemental Questionnaire will not be considered.

NOTE: The BTS II position will be located in one of the following locations depending on the location of the selected candidate: 1) Sacramento Headquarters or 2) El Segundo location.